



**Welcome to Highland Main Street's
Festival of the Trail 2015
October 10th— 11am-3pm**

Once again our annual festival will feature entertainment, art and fun community activities to encourage more out of town pedestrian and bicycle traffic in Highland's downtown area.

This year we will have Griffith collaborating with their own festivities along the Erie Lackawanna Trail.

Activities on the Trail:

Food and Retail Vendors
Information booths
Art on the Trail Fine Art Exhibit
Live music and more!

Activities off the Trail:

Downtown Firehouse Open House
Super Saver Saturday Sidewalk Sale
Highland's Farmers Market

Business Coupon:

A coupon will be distributed at the festival for a 10% discount to participating local businesses.

See the coupon sheet for details.

Important Dates

October 10:

Festival of the Trail, 11am– 3pm

October 1:

Highland Main St. (HMS)
& Festival volunteer meeting 7:30pm
At the Town Hall

September 12:

Application Deadline for Festival vendors

September 12:

Application Deadline for Business Coupon

Location:

Municipal parking lot on the corner of
Highway and Kennedy

Vendor Information:

Vendor booths will be located in the
municipal parking lot
Vendors must provide their own table
and/or tent

See separate sheet for details

Types of booths permitted:

Packaged foods ; pre-made foods only needing to be
heated.

Fundraising merchandise

Other booths must be approved by HMS

Contact

Cecile Petro
Highland Redevelopment Director
219-972-7598
cpetro@highland.in.gov

HIGHLAND REDEVELOPMENT COMMISSION
HIGHLAND MAIN STREET'S

2015 FESTIVAL OF THE TRAIL

October 10, 2015

PARTICIPANT AND VENDOR APPLICATION

NAME OF ORGANIZATION/BUSINESS: _____

TYPE OF ACTIVITY OR VENDOR: _____

PERSON IN CHARGE/OWNER: _____

ADDRESS: _____ TOWN/ZIP: _____

PHONE: _____ EMAIL: _____

ORGANIZATION TAX EXEMPT NUMBER: _____

IN DEPT. OF REVENUE SALES TAX NUMBER: _____

REGULATIONS FOR THE FESTIVAL:

1) Festival hours will be from **11:00 AM** to **3:00 PM**. All participants and vendors must state the hours that they will participate in the Festival of the Trail: I agree to participate from _____ AM to _____ AM/PM (circle one). All vendors/participants that will participate during the opening hour of the Festival of the Trail will be present for set-up one quarter hour before the start of the Festival. Tear down will be from 3 to 4 PM.

2) Vendors with booths must bring their own booth/display and signage must be attached to the booth/display. Items for sale must be sold only from the booth or from the artist's display area.

3) Booth space is \$10 for a 10' x 10' space. The footprint must fit inside that space. The fee will be waived for returning participants and vendors.

4) No food preparation equipment or heating device will be allowed. There is no electrical service at this location.

5) Participant/vendor applications will not be accepted after September 12, 2015.

I will abide by the above regulations and if any display or product is deemed objectionable by HMS, it must be removed promptly upon notification.

Printed Name

Signature

Send or email this application to: Cecile L. Petro, Redevelopment Director, Town of Highland
3333 Ridge Road, Highland, IN 46322 telephone--219-972-7598 cpetro@highland.in.gov

HIGHLAND REDEVELOPMENT COMMISSION
HIGHLAND MAIN STREET'S

2015 FESTIVAL OF THE TRAIL

October 10, 2015

ARTIST/ARTS ORGANIZATION APPLICATION

NAME OF ORGANIZATION/ARTIST: _____

PERSON IN CHARGE: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

IN DEPT OF REVENUE SALES TAX NUMBER: _____

REGULATIONS OF THE FESTIVAL:

- 1) Festival hours will be from 11 AM to 3 PM. All participants will be present for the entire duration of the festival. Set up will be from 10 AM to 11 AM and tear down will be from 3 PM to 4 PM.
- 2) Booth space will be approximately 10' x 10'. Participants will need to provide their own tents, tables and chairs. Tent footprint must fit inside the 10' x 10' booth size. Electricity is not available at this site.
- 3) Booth space is \$10, and artists/organizations must apply in advance with samples of their artwork. Please submit 5 jpgs on a disc. Label the disk with artist/organization's name and each image with artist/organization's name. Applications should be turned in to Cecile Petro, Redevelopment Director, Town of Highland, 3333 Ridge Road, Highland, IN 46322. Disks will not be returned. Applications are due by September 12, 2015. Artists/organizations will be notified by September 19th. The curator's decision is final.
- 4) Artists wishing to sell their work must provide a sales tax number and must collect Indiana Sales Tax. It is acceptable for artists to have a booth to showcase their work without selling their work onsite. No sales can take place at the Festival without a sales tax number. Artists can make arrangements for future sales.

I will abide by the above regulations and if any display is deemed objectionable by HMS, it must be removed promptly upon notification.

Printed Name

Signature

HIGHLAND REDEVELOPMENT COMMISSION

HIGHLAND MAIN STREET

SIDEWALK SALES

This form must be filled out and returned to the Redevelopment Commission Department one week before the sidewalk sale.

NAME OF BUSINESS: _____

LOCATION: _____

NAME OF PERSON IN CHARGE OF EVENT: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

EMERGENCY PHONE NUMBER: _____

DATE AND TIME OF SIDEWALK SALE: October 10, 2015 from 9:00 AM to 5:00 PM

Please indicate what type of equipment will be used or involved in the sale:

Tent or canopy Sale of merchandise Displays

Music recorded or live Food Beverages

If merchandise is to be sold, please describe the type of merchandise and amount: _____

I, _____, Property Owner of the subject site, agree to allow the proposed sidewalk sale as outlined in the application.

Signed: _____ Date: _____ Phone Number: _____

SIDEWALK SALES REGULATIONS

1. Only merchandise normally sold may be offered at the sidewalk sale.
2. A minimum width of five feet (5') must be left clear adjacent to the curb.
3. Operating hours are from 9:00 AM to 5:00 PM.
4. No merchandise or signs shall be displayed within fifty feet (50') of a residentially zoned property.
5. Tables, racks, and other displays or merchandise may be placed on sidewalks provided that a walkway of a minimum width of five (5') feet be left clear adjacent to the curb and, provided further, that all doorways, alleyways, driveways, and other means of ingress or egress to adjoining buildings and property shall remain clear of obstruction.
6. All fixtures used for sidewalk displays and sales of merchandise are removable and no such fixtures shall remain on the sidewalk when the retail business is closed.
7. All sidewalk displays and sales of merchandise shall be at the sole risk of the retail business, and the town shall not be responsible for any injuries to persons or damage to property which result from such sidewalk displays and sales of merchandise.
8. Any person who displays or sells merchandise on the sidewalk in violation of these regulations shall immediately desist from such display or sale and remove the merchandise and all fixtures used for the display, sale, or storage of such merchandise from the sidewalk upon the direction of a police officer or code enforcer.
9. Sidewalk sales are only allowed in B-1, B-2, and B-3 zoned areas.

I have read and agree with the above sidewalk regulations.

Business owner's name (please print) _____

Business owner's signature: _____

Date: _____



COUPON

EAT AND SHOP IN HIGHLAND

10% OFF

VALID: October 10, 2015 through October 24, 2015

BUSINESS NAME AND LOGO				
BUSINESS NAME AND LOGO				